



## REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES – INDIVIDUAL SELECTION)

JAMAICA  
FOUNDATIONS FOR COMPETITIVENESS AND GROWTH  
PROJECT  
Loan No.:8408-JM

**Assignment Title: Technical Specialist for the Ministry of Health's PPP & Privatization Portfolio of Projects**

**Reference No.: FCG/CON/060**

The Government of Jamaica (GoJ) has received financing from the World Bank toward the cost of the Foundations for Competitiveness and Growth Project (FCGP), and intends to apply part of the proceeds for consulting services.

### The consulting services ("the Services")

The Ministry of Health (MoH) has a project for the establishment of Centres of Excellence in Nephrology and Oncology under a Public Private Partnership at the St. Joseph's Hospital in Kingston and the Cornwall Regional Hospital in St. James; which is the first of many projects that the Ministry is seeking to implement through Public Private Partnership (PPP) arrangements. These are large consultancy projects which will be executed over a period of approximately twelve (12) to eighteen (18) months. Direct supervision will be required by the Ministry of Health; however the Ministry has insufficient human and technical resources available to perform the current operational functions, while monitoring and coordinating the work of the consultants. Based on the anticipated increase in workload, the Ministry is seeking to recruit an external Technical Specialist to provide support to the implementation of these projects.

The full Terms of Reference can be accessed at the following sites:  
<http://www.pioj.gov.jm/VacanciesTenders/TenderNotices/tabid/116/Default.aspx>  
<https://www.moh.gov.jm/updates/tenders/>

The Planning Institute of Jamaica now invites eligible individuals ("Consultants") to indicate their interest in providing the Services. A Consultant will be selected in accordance with the Selection of Individual Consultants method set out in the World Bank's Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants. Detailed curricula vitae must be delivered in a written form to the address below (in person, or by mail, or by email) by **January 15, 2019 at 11:45 p.m.** The procurement reference number should be clearly identified on the outer packaging or in the subject heading as appropriate.

Further information can be obtained at the address below during office hours **8:30 a.m. to 5:00 p.m.** local time.

**Planning Institute of Jamaica**  
**Attn: Monique Harper Griffiths – Procurement Specialist**  
**16 Oxford Road, Kingston 5, Jamaica**  
**Tel: 876-935-5082**  
**Fax: 876-906-4465**  
**Email: mhgriffiths@pioj.gov.jm with copy to dwint@pioj.gov.jm**

## MINISTRY OF LABOUR & SOCIAL SECURITY NATIONAL INSURANCE FUND

### INVITATION FOR PROPOSALS INSURANCE SERVICES

**Procuring Entity:** NATIONAL INSURANCE FUND  
C/o Ministry of Labour & Social Security

**Scope:** To provide insurance services for the Braco Hotel property, located in Rio Bueno, Trelawny, Jamaica.

The Scope of coverage is Commercial All Risks of direct physical loss or damage including Machinery Breakdown and Business Interruption.

**NCC Category:** Insurance Services

**Procurement Method:** Local Competitive Bidding

**Collection of Documents:** The Request For Proposal (RFP) will be available for collection on weekdays as of **Thursday, December 20, 2018 between 9:00 a.m. and 3:00 p.m.** from the offices of the **National Insurance Fund, 4<sup>th</sup> Floor, 40 Knutsford Boulevard, Kingston 5.** A non-refundable fee of \$5,000.00, payable by Manager's Cheque ONLY, is required for the Tender documents. The cheque is to be made payable to National Insurance Fund.

**Date and Time for Submission of Proposals:** Proposals must be clearly marked "**Braco Hotel Insurance**" and shall be deposited in the Tender Box located in the Lobby of the offices of the National Insurance Fund, 4<sup>th</sup> Floor, 40 Knutsford Boulevard, Kingston 5, on or before **Thursday, January 24, 2019 at 3:00 p.m.** Late bids will not be accepted.

Public Opening of proposals will take place on **Thursday, January 24, 2019 at 3:15 p.m.** in the Conference Room of the National Insurance Fund.

#### For further information, please contact:

Manager, Property/Projects  
National Insurance Fund  
4<sup>th</sup> Floor, 40 Knutsford Boulevard  
Kingston 5

**Telephone No (s):** 876-908-0019-22

**Email:** secretariat@nif.gov.jm



## INVITATION FOR BIDS (IFB) Provision of Lunch Catering Services

The Housing Agency of Jamaica Limited (HAJL) invites contractors with suitable experience and resources to submit bids for the Provision of Lunch Catering Services over a one (1) year period at its offices located at 13 Caledonia Avenue, Kingston 5.

The Scope of Services includes but is not limited to the provision of lunches five (5) days per week over the course of a year for approximately forty-five (45) persons as per the requirements of the Bidding Document.

### Eligibility Criteria

Interested bidders are required to submit the following with their bids:

1. Copy of valid Tax Compliance Letter (TCL) or valid Tax Compliance Certificate (TCC), if current/not expired
2. Proof of registration with the National Contracts Commission (NCC) in the category of "Catering"
3. Valid Ministry of Health licence for operating a food-handling establishment.

### Collection of Bidding Documents

Bidding Documents will be available from the Procurement Unit, Housing Agency of Jamaica Limited, 13 Caledonia Avenue, Kingston 5 as of **Monday, December 24, 2018 between 9:00 a.m. and 4:00 p.m. for a non-refundable fee of One Thousand Dollars (J\$1,000.00) payable by debit card or by lodgement to HAJL's NCB Account using the Customer #99-555555.**

### Clarifications

Clarifications related to this bid may be directed to **Shane.Smith@hajl.gov.jm**, no later than **Monday, January 14, 2019.**

### Deadline for Submission of Bids

Bids shall be valid for a period of **one hundred and twenty (120) days** after bid closing and shall be deposited in the tender box labelled "**Provision of Lunch Catering Services**" in the Procurement Unit, 2<sup>nd</sup> Floor, Finance and Information Department, Housing Agency of Jamaica Limited, 13 Caledonia Avenue, Kingston 5, no later than **Friday, January 18, 2019 at 10:00 a.m.** Late bids will be rejected.

### Bid Opening

Bids will be opened at the Housing Agency of Jamaica's 4<sup>th</sup> Floor Meeting Room, 13 Caledonia Avenue, Kingston 5, on **Friday, January 18, 2019 at 10:15 a.m.** Bidders and/or their representatives are invited to attend the opening.

**The Housing Agency of Jamaica Limited is not obliged to accept the lowest or any bid and reserves the right to terminate the bid process at any point prior to the award of the contract without incurring any liability to any of the participants.**

## OFFICE OF THE CABINET

### REQUEST FOR PROPOSAL

The Office of the Cabinet, Public Sector Transformation and Modernisation Division (PSTMD) requires firms to submit proposal to provide technical assistance for the following:

#### RFP#2018/E004: TO UPGRADE THE GOVERNMENT OF JAMAICA INTERNAL AUDITORS' COMMUNITY (GIAC) WEBSITE

The details of the engagement are included in the Request for Proposal document which will be available for download as at **Monday, December 31, 2018** on the Government of Jamaica Electronic Procurement website ([www.gojep.gov.jm](http://www.gojep.gov.jm)) and the Cabinet Office's website, <http://www.cabinet.gov.jm/procurement>. Registration on the Electronic Procurement website is a prerequisite for Consultants to participate in the Tender and therefore instructions (relating to registration) are available on the website.

#### Procurement Method: Local Competitive Bidding

**Source of Funding:** Project is funded by the Inter-American Development Bank (IDB). The Inter-American Development Bank (IDB) policy (GN-2350-9) and the Government of Jamaica (GOJ) Handbook of Public Sector Procurement Procedures, 2014 will guide the process.

The closing date for the submission of proposal is **Monday, January 28, 2019 at 1:00 p.m. (Jamaica Time).** Online Bid Opening takes place thereafter on the same day (**on Monday, January 28, 2019 at 1:15 p.m. (Jamaica Time).**) An online bid opening report will be sent to all Bidders that submitted a proposal.

**Late submissions will not be accepted.**

Further information may be obtained from:

**The Procurement Officer**  
**Office of the Cabinet**  
**Public Sector Transformation and Modernisation Division (PSTMD)**  
**Room 219, (Upstairs), 2a Devon Road, Kingston 6**  
**Jamaica, West Indies**

**Tenders for this procurement will be accepted via the electronic Government Procurement Portal ([www.gojep.gov.jm](http://www.gojep.gov.jm)) as well as via hard copy. To obtain the Tender documents and to participate in the Tender opportunity, you must first be registered in the portal.**

**To register as a Consultant on the e-GP System, select the link, Register as a Supplier from the Home page. System User Manual can also be accessed by selecting the User Manual option.**

**For assistance with registration or to receive training, please contact the support desk at: 876-932-5220 or select the Contact us link from the Home page to send an email.**

## Update of Jamaican Taxation Registration Number (TRN) and Tax Compliance Information for participation in GOJ tender opportunities via the Electronic Procurement System:

All suppliers that have a Jamaican based Taxation Registration Number (TRN) are being asked to validate their (TRN) and Tax Compliance Certificate (TCC) information on the Government of Jamaica Electronic Government Procurement System (GOJEP).

### The purpose of a valid TRN in GOJEP is to:

- I. Verify Supplier's details;
- II. Allow for retrieval of Tax Compliance information for Supplier and;
- III. Facilitate the integration of the e-Tendering (GOJEP) System with Supplier's information in the Government's National Contracts Commission (NCC) registration system using the supplier's TRN as shared identifier between both systems.

To update your organisation's TRN and Tax Compliance data in the e-Tendering system, Supplier Admin Users must execute the following steps:

- I. Login to the system ([www.gojep.gov.jm](http://www.gojep.gov.jm));
- II. Select the **Supplier management** link (under the Supplier Administration section on the left);
- III. Select the **Edit organisation** link/button;
- IV. For the **Taxation Registration Number (TRN):** prompt – Enter your organisation's nine (9) digit TRN (no space or dashes). See TRN rules below;
- V. For the Taxation Compliance Reference (TCC) # prompt – Enter the last TCC# issued to your organisation by the Tax Administration Jamaica (TAJ), if one was issued. By completing this task:
  - a. Your organisation's Taxation Compliance Expiration Date information will be retrieved from the TAJ Taxation system and displayed on your organisation's record in GOJEP;
  - b. Tax eligibility information for your organization will print on the Tender Opening Reports generated by the system;
  - c. The system will send you an email reminder, fourteen (14) days prior to the expiration of your organization's tax compliance status. Upon the expiration and renewal of your TCC, please ensure same is updated in the system by following the above steps.
- VI. Select the Save button once you have entered the above information.

### TRN Format Rules:

Organisation Type	Format	Rules
1 Limited Liability Incorporated	000009999	TRN must begin with digit 0 (Zero) and must be nine digits. No '-' or space shall be entered.
2 Partnership	000009999	TRN must begin with Zero and must be nine digits. No '-' or space shall be entered.
3 Sole Trader or Trading As Entity	100009999/ 0001	TRN must begin with the digit 1 and must be nine digits. A sub 4 digit number must be entered, example 0001 or 0002 or 0003 etc. No '-' or space shall be entered.
4 Individual Consultant	100009999	TRN must begin with the digit 1 and must be nine digits. No sub 4 digit number must be entered, No '-' or space shall be entered.

For additional information, please call the **Ministry of Finance, Public Procurement Customer Care Help Desk numbers: 876-932-5220/932-5251/932-5244/932-5251** or by sending an email to: [papucustomer@mf.gov.jm](mailto:papucustomer@mf.gov.jm).

**GOJEP – Using technology as a tool to increase transparency, competition and efficiency enabling an easy way of doing business with the Government of Jamaica.**